



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	EMPLOYMENT DEVELOPMENT DEPARTMENT	RELEASE DATE:	September 01, 2006
POSITION TITLE:	NORTHERN AREA ADMINISTRATOR DISABILITY INSURANCE BRANCH	FINAL FILING DATE:	09/29/2006 Or, until filled.
CEA LEVEL:	CEA I	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$5768 - \$7324/month	FILING INSTRUCTIONS:	All applicants must submit a completed Standard State Application (Form 678) and Statement of Qualifications (SOQ) postmarked no later than the final filing.

POSITION DESCRIPTION (DUTIES & RESPONSIBILITIES):

Under the general direction of the Deputy Director, Disability Insurance (DI) Branch, the Northern Area Administrator plans, organizes, directs, and facilitates the DI program for 13 office sites, the legislatively mandated Paid Family Leave Program, and the State Disability Insurance for State employees program. The Northern Area Administrator has primary responsibility for ensuring accurate, consistent, and efficient delivery of services related to claim processing and payments. The incumbent also ensures consistent operations in all Northern Area offices and ensures effective interrelationships with Southern Area offices and the DI Branch Central Office. As a member of the DI Branch Management Team, the incumbent actively participates in the formulation of DI Branch policies and strategic direction to ensure uniform and consistent operations in all DI offices statewide. The Northern Area Administrator is responsible for continuously improving internal and external customer service, program quality, and program performance, and for establishing and maintaining effective oversight systems.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992

AND

IN ADDITION TO THE MINIMUM QUALIFICATIONS:

Applicants must demonstrate the ability to perform high administrative and policy –influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's affirmative action objectives.

These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

EXAMINATION INFORMATION:

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **NORTHERN AREA ADMINISTRATOR DISABILITY INSURANCE BRANCH**, with the **EMPLOYMENT DEVELOPMENT DEPARTMENT**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

DESIRABLE QUALIFICATION (if any):

1. Experience in the management and administration of a statewide program with extensive field operations. 2. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership, teamwork and initiative at all levels, and use sound judgment in managing complex and varied programs. 3. Demonstrated ability to coach employees and create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance. 4. Administrative experience with internal control, evaluation, and fraud detection systems in automated environments. 5. Ability to direct the planning and implementation of improved information technology methods to increase the efficiency of service delivery systems. 6. Knowledge of programs and functions administered by the DI Branch. 7. Knowledge of Employment Development Department's Strategic Plan, mission and values. 8. Ability to establish and maintain effective working relationships both within the Department and on behalf of the Department with executive levels of industry, labor, State and local government, and the medical profession in matters related to the DI Branch administered programs. 9. Knowledge of quality customer service principles and demonstrated use of customer expectations to improve processes and/or products.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

***Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.
The application, Statement of Qualifications and resume must be submitted by 09/29/2006, to:***

EMPLOYMENT DEVELOPMENT DEPARTMENT, Human Resource Services Division, P.O. Box 826880, MIC 54, Attn: Lisa McVay, Sacramento, CA 94280

ADDITIONAL INFORMATION (if any):

All inquiries regarding this examination should be directed to Lisa McVay at (916) 654-6559.

SPECIAL TESTING:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION:

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The {inserted relevant department's name here...} reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.